

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION

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June 3, 2003

**FROM:** DAVID H. SLAUGHTER, Director  
Real Estate Services Department

ROBERTA YORK, Director  
Preschool Services Department

**SUBJECT: REQUEST FOR PROPOSALS FOR PRESCHOOL SERVICES DEPARTMENT IN UPLAND**

**RECOMMENDATION:** Authorize the Director of Real Estate Services Department (RESA) to issue a Request for Proposals (RFP) for the lease of 9,687 square feet of office and classroom space and 9,000 square feet of playground for the Preschool Services Department (PSD) in the Upland area.

**BACKGROUND INFORMATION:** PSD is responsible for administering the federally funded Head Start program, the California State Department of Education Preschool, and General Child Care and Alternative Payment programs to low-income children and their families in the County of San Bernardino. PSD currently leases a facility at 732 N. Third Avenue in Upland, which serves 130 children in half-day programs, from the Upland Unified School District. The current facility consists of two older modular buildings totaling 3,840 square feet of classroom space, which require excessive maintenance. There is insufficient parking for staff and parents and several complaints have been made to the City Council by the surrounding residents concerning overflow parking. The site cannot be reconfigured or expanded.

The lease on the current facility expired July 31, 2002 and has been in holdover due to extended negotiations and the landlord's comprehensive evaluation of current market lease rates prior to approving the extension of the term. The negotiations have been completed and an amendment to extend the lease will be presented for Board approval on June 3, 2003.

PSD conducted both a strategic planning session and a community needs assessment and the results indicate a need to serve additional children in the Upland area. On May 8, 2002, the County Administrative Office approved Capital Improvement Program Request 02-34 submitted by Human Services System (HSS) for PSD. It requested 9,687 square feet of office and classroom space and 9,000 square feet of playground in the Upland area. The RFP will be conducted in accordance with County Policy 08-02-01SP to ensure the competitive procurement of a leased facility. Criteria to be considered in the selection process will include location, public accessibility, price, length of term, and termination language. The sample contract in the RFP package includes language that allows PSD to terminate the agreement, but proposers will be asked to submit proposals that contain both prices with and without the termination clause. PSD requests occupancy by September 1, 2004 with a preferred lease term of ten years and two five-year options. The RFP is on file with the Clerk of the Board.

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**REVIEW BY OTHERS:** This item has been reviewed by Human Services System Administration (Darlene M. Bently-Hill, Interim Facilities and Services Manager) on December 18, 2002; County Counsel (Rex Hinesley, Chief Deputy County Counsel) on February 18, 2003; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst) on May 23, 2003.

**FINANCIAL IMPACT:** There are no costs associated with the issuance of the RFP. Monthly lease payments resulting from the approval of a lease agreement will be paid from the Rents budget (AAA RNT) and reimbursed from PSD's budget (RSC HPS).

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with PSD's and RESD's proposal, and recommends this action based on programmatic needs for space. Lease payments will be made from non-general fund sources. Funding is available, ongoing in nature, and not in imminent jeopardy of being cut at the state or federal level. Consolidation of this space with other existing space has been explored and no feasible opportunity exists at this time.

**SUPERVISORIAL DISTRICTS:** Second

**PRESENTER:** David H. Slaughter, Director, 7-7813

DH 7-7841      mf 7-7825

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